Manage Practice

Add a new Practice

You can create a new practice by following these steps.

1. Click **Professional Contacts**.

2. Click **Practices**.

3. We would advise doing a search for the practice first to ensure that it doesn't already exist.

4. If it doesn't exist, click **New**.

5. Complete fields using the table below for reference.

6. Select **Create Professional Practice**.

Field Name	Description	Examples
Practice		
Name	The name of the practice. You can link a contact to a practice and any correspondence will use the practice address.	Clintel Health Centre
Phone	The practice phone number	
Fax	The practice fax number	
Email	The practice email	
Address		
Address	Practice address	
City	Practice city	
Postcode	Practice post code	
State	Practice state	
Administration		
Notes	Any administrative notes	

Edit a Practice

You can edit details for a practice by following these steps.

1. Click **Professional Contacts**.

2. Click **Practices**.

3. Search for the practice .

4. Click **Show → Edit**.

5. Edit any fields (see section New Practice for an explanation of available fields).

6. Click **Update Professional Practice**.